-Name of Policy: Receiving radiopharmaceuticals THE UNIVERSITY OF TOLEDO **Policy Number:** 3364-135-138 **Department:** Radiology Chief Operating Officer - UTMC **Approving Officer: Effective Date:** 9/1/2023 Chairman & Professor, Radiology **Responsible Agent:** Scope: Radiology Initial Effective Date: 8/27/2014 New policy proposal Minor/technical revision of existing policy Major revision of existing policy Reaffirmation of existing policy

(A) Policy Statement

Only a licensed, registered Nuclear Medicine Technologist is authorized to receive radiopharmaceuticals from the appropriate radiopharmacy in the Nuclear Medicine and PET/CT Department Hot Labs.

(B) Purpose of Policy

The licensed, registered Nuclear Medicine Technologist is the only person authorized to receive radiopharmaceuticals. The purpose is to insure that the proper procedures are followed to reduce any unnecessary radiation exposure to patients, visitors, and personnel, and assure the prevention of unauthorized access to the Hot Labs. Additionally, this policy will ensure that packages containing radiopharmaceuticals received either during or after normal working hours are handled in a timely, secure, and safe manner.

(C) Procedure

- 1. Radiopharmacy delivery personnel are authorized to access the assigned Nuclear Medicine Hot Lab in conformity with hospital policy and procedures.
- 2. All radiopharmaceutical companies must be registered with the University of Toledo Medical Center and their delivery personnel must carry photo identification badge indicating their name and which company they work for in a conspicuous manner. A list of these authorized personnel from each supplier will be provided to verify their authorization to deliver radiopharmaceuticals to our department and access the appropriate Hot Lab.
- 3. These records will be maintained and updated with the Radiation Safety department and UT Security Office, who will control proximity card access records and access authorizations. Any changes to these lists will be submitted to the UTMC Nuclear Medicine Department immediately.
- 4. Each company's delivery personnel will be assigned a proximity card to allow access to the appropriate hot lab (Room 1070D in Dana Cancer Center PET/CT suite or Room 1230 in the main hospital Nuclear Medicine Department). If a proximity card is lost or stolen, the supplier is to notify the department immediately to deactivate and issue a new card.
- 5. During normal working hours, if delivery personnel do not possess a proximity card upon arrival, but do have a valid identification badge, the Technologist will escort the individual into the hot lab and maintain observation on the person 100% of the time until they leave the area. At no time, will anyone be allowed access without proper identification. If the person fails to produce

- appropriate identification, the Technologist should call the radiopharmacy for verification and inform Radiation Safety or Campus Security before allowing observed entry into the hot lab.
- 6. Upon entering the Hot Lab, delivery personnel will place the package where indicated.
- 7. The Hot Lab door will be secured after the delivery of the package containing radiopharmaceuticals.
- 8. Radiopharmaceuticals will be delivered to the Hot Lab in the Nuclear Medicine Department, first floor of the Hospital, Radiology Room 1230 or Room 1070D in the PET/CT area at the Dana Cancer Center and will be in lead lined containers or "PIGS" which are carried in "RADIOACTIVE" labeled cases, indicating the name and activity of the isotope(s).
- 9. During normal working hours, the Nuclear Medicine Technologist will inspect the package and it will be visually check for damage/leakage. If delivery is made after normal working hours, the delivery personnel will contact the on-call nuclear medicine Technologist if the package appears wet or damaged in any way. The delivery personnel will remain in the hospital until it has been determined that neither he nor she has been contaminated.
- 10. The package will be surveyed at the surface and at 1 meter with a Geiger-Mueller Tube (Geiger Counter) and wiped tested for removable contamination within three hours of delivery/receipt or start of business next day.
- 11. All survey and wipe results will be properly recorded in the appropriate log. Any results above the action limit are to be reported to the Radiation Safety Office.
- 12. The shipping invoice listing the radiopharmaceuticals received will be compared to the actual doses in the case.
- 13. The delivering radiopharmaceutical company will be immediately notified of any irregularities.

Approved by:		Review/Revision Date: 8/27/2014 8/31/2017 9/1/2020 9/1/2023
<u>/s/</u>	07/26/2023	_
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		Next Review Date: 9/1/2026